

Arkansas State Board of Nursing Cardless Licensure Frequently Asked Questions

- Q. Is it true that the Arkansas State Board of Nursing will no longer issue the traditional paper license wallet card?**
- A. Yes. The traditional paper wallet license card will no longer be produced or distributed for licensure by endorsement, examination, reinstatement or renewal effective July 1, 2011. For the first two years, a plastic wallet license card will be distributed following licensure by examination, endorsement, reinstatement and renewal. After the first two years (through a renewal cycle) wallet license cards will no longer be distributed following renewal.
- Q. How will I provide evidence that I am a licensed nurse?**
- A. You or your employer will verify licensure status by accessing the ASBN Registry Search at www.arsbn.org. The ASBN registry Search is considered the primary source of verification and is available 24 hours a day, seven days a week.
- Q. What will happen after the two years that a plastic wallet card is distributed?**
- A. After the first two years (through a renewal cycle) wallet license cards will no longer be distributed following renewal.
- Q. Can I use the plastic wallet card to show my employer as verification that I am a licensed nurse?**
- A. No. The plastic wallet license card will not reflect an expiration date. You and your employer will need to use the primary source of verification which is the ASBN Registry Search at www.arsbn.org.
- Q. My employer is requesting a photocopy of my license, now that paper wallet cards will no longer be produced, what should I do?**
- A. Your employer will need to access the ASBN Registry Search at www.arsbn.org to check the status of your temporary permit or license.
- Q. Is it true that the Arkansas State Board of Nursing will no longer issue the traditional paper temporary permit wallet card?**
- A. Yes. The traditional paper temporary permit wallet card will no longer be produced or distributed to initial licensure candidates, endorsement applicants, or refresher course applicants effective April 1, 2011.
- Q. How will I provide evidence that I have a temporary permit?**
- A. The status of a temporary permit may be verified at any time online by accessing the ASBN Registry Search at www.arsbn.org. The ASBN Registry Search is considered the primary source of verification and is available 24 hours a day, seven days a week.

Q. Will I receive a plastic wallet temporary permit?

A. No. Temporary permit status may be verified online by accessing the ASBN Registry Search at www.arsbn.org.

Q. How much does it cost to use the ASBN Registry Search?

A. The ASBN Registry Search has a free search level. If information other than what is displayed at the free search level is requested, an employer may register for Level 1, Level 2 or 3 Registry Search services for a fee.

Q. How do I access the ASBN Registry Search?

A. The ASBN Registry Search is accessible at www.arsbn.org, click on the Registry Search link located under the Online Services category in the lower left area of the screen. The Verification Information & Registry Search screen will appear. Click on link beside the ASBN Registry Search, option number one on the screen. The Nurse Search screen will appear. Enter the license number or nurse's name into the Search License Registry on the left side of the screen. Be sure to enter the last name first and a space behind the comma before the first name (as appears on screen). Click Search. The name and licenses will appear. Click on the Name that appears to retrieve information. License Information will appear. Scroll down vertically or horizontally, if applicable, to view information. You may print a copy of the screen as needed.

Q. What information will the free search level of the ASBN Registry Search provide?

A. The following information is accessible free of charge from the ASBN Registry Search:

Name
License Number
License Status
License Type
Multistate Privilege status (Yes or No)
Date Issued
Expiration date
Disciplinary status (Yes or No)

Q. What if my employer needs additional information regarding my license status?

A. If information other than what is displayed at the free search level is requested, an employer may register for Level 1, Level 2 or 3 Registry Search services for a fee.

Q. Will license verification be given over the phone or in person?

A. License verifications will not be given over the phone or in person. You will need to access the ASBN registry Search to obtain information.

Q. Will cardless licensure affect the renewal cycle?

A. No. Cardless licensure will not affect the renewal cycle. The *Nurse Practice Act* requires biennial license renewal for licensed nurses. The ASBN renews licenses on a staggered biennial birth date system and license expiration dates will remain the same.

Q. I renewed my license online, then checked the ASBN Registry Search and it does not show that I renewed, is something wrong?

A. The ASBN Registry Search is not displayed in “real time”; therefore, changes will not appear immediately. Data is typically uploaded every 24 hours.

Q. Arkansas is my original state of licensure, I am endorsing into another state and they require a photocopy of my license. How can I do this with the cardless licensure process?

A. The state in which you are endorsing to will need to access the ASBN registry Search to obtain information regarding your original date of licensure and/or other licensure information.

Q. Since Arkansas is going to a cardless licensure process, will I still need to keep my address updated and notify of name changes?

A. Yes. It is very important that you keep your information updated. Keep the ASBN informed of your address changes and name changes.

Q. What do I do if I lose my plastic wallet card?

A. You may order a replacement plastic wallet card for payment of the required fee. To order a replacement plastic wallet card online, go to our Web site and under ONLINE LICENSING, choose DUPLICATE LICENSE ORDERS. You will then enter your license and payment information.

Q. Why is ASBN going to cardless licensure?

A. There are many benefits of switching to cardless licensure, and a few are:

- Eliminates imposters using stolen licenses
- License verification status is always current
- Licensure status can be verified at any time
- Decreases costs
- Increased public protection
- Promotes Going Green
- Information about nursing licenses is updated daily versus a hard copy license which is updated every two years.